



#### Special points of interest:

- Annual Employee Retreat in Planning Stage.
- On-line Billing has begun.
- 2003/2004 SLA's returning in record time.
- Fuel Network's Todd King has adopted a baby girl.
- New rates for fy2003 are now in affect.

August 2002

Volume 3, Issue 8

# THE DIVISION OF FLEET & SURPLUS SERVICES State of the Fleet

## Fleet Reduction Mandated



Vehicles shown are part of the Daily Motor Pool at the Capitol.

The State of Utah will see a decrease in fleet vehicles during fiscal year 2003. The cut-backs mandated by the Legislature are part of the money-saving plan designed to help cover the anticipated budget shortfall during the next 12 months. Originally, the Legislature had requested an 18 percent cut in the fleet, but through negotiations the percentage was dropped to a more manageable five percent.

"Since the creation of the Division of Fleet Operations & Surplus Services (DFSS) in 1997, we have had a

steady decrease in fleet size, currently equal to about five percent. This has been accomplished by opening more daily motor pool rental locations and improving vehicle maintenance standards; which in turn made agency 'back-up' vehicles unnecessary. My team and I believe that we can provide this mandated cut through similar means, and do it with very little inconvenience to our customers," said DFSS Director, Steve Saltzgiver.

Saltzgiver, along with his Deputy Director, Margaret Chambers, and Internal Service Auditors Sal Petilos and Scott Steele, will be making vis-

its to several agencies to discuss the proposed reductions. This team will be armed with ideas and suggestions on how make the fleet cuts without making it too difficult for the agency. Saltzgiver stated that some agencies will be asked to cut more than others and some will not be asked to cut any vehicles. He cited the Governor's Office of Planning and Budget as an example, by asking 'how could they cut five percent of their fleet, when they have only one car?'. The meetings are **Continued on pg. 2**

#### Statistical Information

**Total Fleet Vehicles:**  
**7373**

**Total Light-duty vehicles:** **5873**

**Total Heavy-duty Vehicles:** **1500**

**Total Vehicles Managed by DFSS:**  
**3067**

# August News Briefs...

## SLA Story

The Division of Fleet & Surplus Services (DFSS) has recently mailed the fiscal year 2003 Service Level Agreements (SLA) to the many agencies that lease state vehicles. Included in the SLA, is a vehicle listing that fleet customer contacts are asked to verify prior to signing and mailing the document back. Any discrepancies should be noted on the listing and sent back with the SLA. This will enable DFSS staff to make any necessary corrections in a timely manner.

Contact Dianne Davis if you need to set an appointment with a member of the DFSS management team regarding the SLA.

Information regarding DFSS' new secure web-reports was also included in this year's SLA packet. Technical Writer, Alison Taylor can be contacted with any questions concerning the secure web-reports or the SLA. The fiscal year 2003 SLA's should be received by DFSS no later than Friday, August 9, 2002.

## MVRC Story

The bi-monthly Motor Vehicle Review Committee (MVRC) meeting was held on Monday, July 15, 2002. Many of the topics discussed at FORUM were also covered at this meeting. However, there was some discussion on the DFSS web

site. (A story on the FORUM can be found on page 4.)

The next MVRC meeting is scheduled for Monday, September 16, 2002, at 10:00 a.m. in room 5112 of the State Office Building.

## 15-Passenger Van Safety Training

Due to the high number of rollover accidents involving 15-passenger vans, Utah State University (USU) has begun offering driver safety classes for large vans. All state agencies are eligible to participate in the new program.

The one-day class consists of both classroom instruction and practical driving technique taught on a driving course. It takes between six to eight hours to complete the program, depending on class size; and only those who pass both the classroom training and the drivers course will be given a completion certificate.

To schedule a class at your office contact USU Motor Pool/Risk Management Director, John Pappas at 435-797-1977. Off-campus training requires at least 20-participants and needs to be scheduled a minimum of two-weeks in advance.

More information regarding this program can be seen in the July 2001 issue of State of the Fleet, in the article titled *DFO Gets a Lesson in Van Driving Safety*.

**SLA's due by  
August 9, 2002**

## Continued from pg. 1.

slated to begin in August 2002.

Although Saltzgiver is aware that the process to determine who loses what vehicle is going to be difficult, he is also encouraged by the response that he has been receiving from many agency heads.

"Some agencies are being proactive in this process. They have been providing us with lists of vehicles that they will be cutting," he said. "I want them to know that we do appreciate their efforts and that it has been very helpful."

The five percent decrease will amount to a loss of approximately 250 fleet vehicles. All of the vehicles slated to be cut from the fleet are rated under one-ton.

## Vehicle Fueling & Fire Safety

Everyone knows that it is not safe to fuel a vehicle while smoking or with the engine running; but do you know why? There have been several emails circulated warning of the dangers of using a cell-phone while fueling and how women are more likely to catch fire while fueling a vehicle, due to static electricity; but are they true? State Fire Marshall, Gary Wise, believes that while not every story that come through email is valid and most cannot be proven, everyone should always err on the side of safety when it comes to fire prevention. He also believes the best way to keep yourself protected from flash fires is to learn the facts rather than speculate on unproven rumors.

### Here Are The Facts

Flash fires can occur whenever gasoline or diesel fuel is present. However, the fuel itself does not pose the greatest fire risk. Wise explained that while gasoline and diesel fuels are flammable liquids, the real fire danger comes from the fumes.

According to Wise, when you watch someone fueling a vehicle, you can see a distortion in the air. This is the fuel vapors being displaced from the tank as the liquid is added. The danger of a flash fire while fueling, exists in these vapors.

If a perfect mixture of oxygen and flammable fumes occur as you're fueling, this will allow a small spark to ignite a flash fire. Wise pointed out that someone could potentially drop a lit cigarette into a container of gasoline or diesel fuel and the liquid would not ignite; but if a lit cigarette were to be moved through gasoline or diesel fumes, a flash fire would likely occur.

### Known Risks

- As stated before, smoking while dealing with petroleum fuels is a known cause of flash fires. Even if the cigarette itself never enters the escaping fumes, a falling ash is just as likely to ignite the flame.
- While an idling engine is not as likely to

cause a flash fire as a lit cigarette, the electrical activity

within the engine has been known to the ignite fumes. Be safe and always turn the engine off when fueling.

- Plastic gas cans and truck bed liners have been known to be the cause of many flash fires. The combination of plastic and metal create static electricity, but not a safe way to discharge the spark. ALWAYS place gas cans on the ground prior to filling them with fuel. The pavement provides a "ground" for the electricity created, which would prevent a spark from happening.
- A two-way radio can ignite a flash fire in hazardous situations and are not allowed in clean-up areas. Therefore, it would be smart to leave two-ways in the vehicle, with the door closed, when fueling. If you must use the two-way radio while fueling, take a few steps away from the vehicle so that you are no longer standing in the fumes.

### Potential Risks

- Although the State Fire Marshall is not aware of any documented cases of a flash fire being caused by using a cell-phone while fueling a vehicle, it would be wise to avoid the practice.
- While it is true that rubbing certain fabrics together can create static electricity, it is unlikely a person could exit a vehicle and walk to the fueling nozzle without touching something and releasing the spark. However, to ensure the static charge has been released prior to touching the fuel nozzle, always close the door when exiting the vehicle.

By following these few safety guidelines the State Fire Marshall believes that anyone can safely fuel a vehicle. Remember, if you always err on the side of safety when dealing with potential fire risks, you won't get burned.

**Remember, if you always err on the side of safety when dealing with potential fire risks, you won't get burned.**

# FORUM

On Thursday, July 11, 2002 the Division of Fleet & Surplus Services (DFSS) held the "Summer" Fleet Operations Regional User Meeting (FORUM). FORUM was designed to give fleet customers an avenue to voice any questions or concerns regarding state fleet vehicles, policies, rules or rate information.

Topics for the July meeting included:

- Information on the new on-line services available on the DFSS web site, such as secure web reports, on-line billing and access to a form that enables customers to track their commute miles.
- Accident Review

Committee (ARC) Rules are in place and agencies should begin forming committees soon. The rules require ARC's to label all accidents, involving state vehicles leased by their agency, as "preventable" or "non-preventable". This information, along with any disciplinary action taken towards the driver, should be forwarded to DFSS.

- State Emissions and Inspections (IM) are now past due. The state fleet has many vehicles currently in violation of the State IM law. Fleet customers are asked to verify that all of their leased vehicles have completed, passed and forwarded the information to the Operations personnel. DFSS is considering disconnecting the GasCard assigned to

any vehicle that has not had the State IM performed by August 2002.

- A reminder was given to destroy any PHH Emergency Roadside Assistance Cards remaining in state vehicles. The contract with PHH was discontinued more than two years ago. The ARI program is the current Roadside Assistance provider. PHH has continued to receive calls from state employees and any billing for their services will be forwarded to the leasing agency for payment.

FORUM is held four times each year. The next meeting is scheduled to be held on Thursday, October 3, 2002, in room 1112 of the State Office Building from 11:00 a.m. until noon.

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## Congratulations Graduates

The Division of Fleet & Surplus Services (DFSS) is proud to announce that DFSS Lead Programmer, Akemi Dean, and Management Analyst, David Rees have completed the Certified Public Manager training program. The three part program takes approximately nine months to complete, teaches supervisory skills, problem solving skills and teamwork. Although several DFSS employees are currently attending the training, Dean and Rees are the first to graduate.

"This is quite an accomplishment for the two of them. They have dedicated more than 300 hours to complete this training. It has been a hardship to have the two of them out of the office every Wednesday, but the division is already receiving the benefits of their training and expect great things from them in the future," said Deputy Director Margaret Chambers.



Akemi Dean and David Rees



# Incentive Awards



Amanda Ronan shows off the award winning design made by her and Kelly Kay

**Congratulations  
to all of this  
month's award  
recipients.**

WOW! The nominations for this month's incentive awards were impressive and plentiful.

## **Recognition Awards**

Anne Stehno was given a hardy "Pat on the Back" for her customer service skills. The fleet contact from Courts sent an e-mail to Division Director, Steve Saltzgiver, commending the courteous and pleasant manner in which Stehno conducts business.

Alison Taylor was also mentioned in the e-mail from Courts so she was also given a Recognition award.

Kelly Kay and Taylor were recognized for their on-going willingness to cover the reservation desk which enables a co-worker to have daily breaks and a lunch hour. We appreciate the team spirit!

Amanda Ronan was honored for the quick manner in which she has learned and mastered her position at the Capitol Hill Motor Pool. The nomination stated that Ronan is extremely accurate and timely. She has created a smooth running, customer friendly reservation desk in a short period of time and everyone at the Division

of Fleet & Surplus Services is very grateful.

Kim Willette was nominated and received a Recognition Award for her willingness to help a co-worker better understand her duties on the Accounting Team.

Steve Canning, Bob Seele and Todd King have been given a "Pat on the Back" for the timely manner in which they completed the yearly manual fuel inventory. The team completed this daunting task three weeks earlier than in years before. This effort has made closing the year much easier on the Accounting Team.

## **Extra Mile Award**

Glen Wright of the Federal Surplus Program was honored with an Extra Mile Award for his willingness to help the Operations Program with any small vehicle problems, such as changing flat tires or jump starting a vehicle.

## **Starfish Award**

Kelly Kay and Amanda Ronan were given this month's Starfish Award because of the new bulletin board design at the reservations desk. The new design shows information on the past two years employee retreats and provides a small hint of what is in store at the retreat this year retreat.

## **Traveling Gus Award**

This month Gus swam right back to the desk of Rich Hullinger. You may recall, Gus had been presented to Hullinger in June 2002. Hullinger gave the fish to Dave Rees in July 2002. Now Rees has given the award back to Hullinger for the completion of the online survey and his efforts in the period 13 billing cycle.

Thanks to all of this month's award winners! To nominate someone for an Incentive Award, simply fill-out and submit a nomination form